



OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE
HEALTH AFFAIRS
SKYLINE FIVE, SUITE 810, 5111 LEESBURG PIKE
FALLS CHURCH, VIRGINIA 22041-3206

TRICARE
MANAGEMENT
ACTIVITY

APR 14 2003

MEMORANDUM FOR CDR SAMUEL P. JENKINS, MSC, USN

SUBJECT: TRICARE Management Activity Health Insurance Portability and Accountability
Act Privacy Officer Appointment

You are hereby appointed the TRICARE Management Activity Privacy Officer (PO). The Privacy Rule of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191, requires that each covered entity, i.e., TRICARE health plan, designate a HIPAA Privacy Officer who is responsible for the development and implementation of policies and procedures relating to privacy. The HIPAA PO is responsible for maintaining the privacy, confidentiality, and security of health information, to guarantee compliance with state and federal laws, develop appropriate organizational initiatives, and exercise ethical decision-making.

The HIPAA PO is authorized signature authority for approval of routine privacy correspondence.

A handwritten signature in black ink, reading "M. Randolph, Jr.", is positioned above the printed name and title.

Leonard M. Randolph, Jr.
Major General, USAF, MC
TRICARE Program Executive Officer